

TURTLECREEK TOWNSHIP BOARD OF TRUSTEES

ON

DECEMBER 22

23

The regular scheduled meeting of the Board of Trustees of Turtlecreek Township was held on December 22, 2023 at 9:00 a.m. with the following persons:

TRUSTEES: Jim VanDeGrift, Dan Jones and Jonathan Sams

FISCAL OFFICER: Amanda Childers

GUEST: Tammy Boggs, Kenny Hickey, Brad Edrington, Ann Burrell, Gabriel Cain, David Jones and Zach Gauvin.

The meeting opened with Mr. Jones leading the Pledge of Allegiance.

The minutes of the meeting held on December 11, 2023 were received by the Trustees prior to the meeting for review. Since there were no additions or corrections, Mr. Sams moved for acceptance, seconded by Mr. VanDeGrift. All were in favor and the minutes were approved as written.

Department Reports:

Fire/EMS:

Mike Jameson, Fire Chief, was not in attendance but had previously informed Brad Edrington, Administrative Assistant of the information for his part of the meeting.

Mr. Edrington introduced the most recent new hires: Zachary Gauvin, David Jones and Gabriel Cain. The recruits have today completed their two-week orientation and will now join their crews. The Trustees welcomed them all to the Township.

Mr. Edrington informed the Board that volunteer firefighter Dan Hill has been on a leave of absence since October 19, 2023 and has requested that his leave extend beyond the permitted 6 months allowable by the township's personnel policy. Therefore, at this time Mr. Hill would need to be terminated but could reapply later. Mr. Sams made remarks about Mr. Hill being an asset to the department and hopes he will return. Mr. Sams made a motion, seconded by Mr. VanDeGrift to approve the termination of Dan Hill effective December 22, 2023. All present voiced a "YEA" vote and the motion passed with **Resolution 23-12-30**. (A copy of the Resolution is included in the minutes.)

Mr. Edrington informed the Board that the Fire Department SCBA's need maintenance and bench testing by Vogelpohl at an approximate cost of \$5,000.00. Mr. Sams made a motion, seconded by Mr. VanDeGrift to approve the annual maintenance and bench testing on the SCBA's by Vogelpohl at a cost of \$5,000.00. All present voiced a "YEA" vote and the motion passed with **Resolution 23-12-31**. (A copy of the Resolution is included in the minutes.)

Mr. Edrington noted that there was an agenda item regarding a signed contract for Bobby Grant for his Fire II class, but it was tabled until the next meeting.

Mr. Edrington informed the Board that there will be a swearing in ceremony for 6 of the new hires on January 8, 2023 at the Trustee's meeting. Other employees hired without a swearing in ceremony will be offered an opportunity to participate in February depending on availability. Family will be invited and light refreshments served.

Trustee Jones stated that Bruce Osborne informed him that Station 33 has an area that could benefit from a ceiling fan. Trustee Sams asked Mr. Hickey to investigate if a fan would be advantageous for Station 33.

Road and Bridge:

Kenny Hickey, Road/Maintenance Supervisor, informed the Board that he would like to apply for the Ohio EPA H2Ohio Rivers grant. The grant is available for up to \$75,000.00 per entity and is available to local government for various uses. Mr. Hickey would like to use the grant for equipment upgrades to prevent the over-application of salt on roads. Mr. Sams made a motion, seconded by Mr. VanDeGrift to approve the application for the Ohio EPA H2Ohio Rivers Initiative Grant and for Tammy Boggs, Administrator to sign all documentation needed. All present voiced a "YEA" vote and the motion passed with **Resolution 23-12-35**. (A copy of the Resolution is included in the minutes.)

Administration:

Tammy Boggs, Township Administrator, was not in attendance but previously informed Mr. Edrington of the information needed for the administration topics.

Mr. Edrington asked the Trustees if they wanted to make a donation to the Lebanon Food Pantry. Mr. Sams made a motion, seconded by Mr. VanDeGrift to approve the donation to the Lebanon Food Pantry in the amount of \$750.00. All Present voiced a "YEA" vote and the motion passed with **Resolution 23-12-32**. (A copy of the resolution will be included in the minutes.)

Mr. Edrington requested to amend resolution 23-11-08 regarding Station 31 survey work. The resolution needs to be amended to indicate the services will be provided by KZF Design Inc. instead of American Struturpoint. All Present voiced a "YEA" vote and the motion passed with **Resolution 23-12-36**. (A copy of the resolution will be included in the minutes.)

Mr. Edrington requested authorization to attend the Ohio Township Association conference in Columbus. He will be advancing personal funds for hotel, meals and mileage during the conference and will request reimbursement after the conference is over. Mr. Sams made a motion, seconded by Mr. VanDeGrift to approve the request for Mr. Edrington to attend the Ohio Township Association conference in Columbus as stated above. All Present voiced a "YEA" vote and the motion passed with **Resolution 23-12-33**. (A copy of the resolution will be included in the minutes.)

Mr. Edrington requested ratification for expenditures authorized by Township Administrator or Township Officer or Employee authorized by Township Administrator in the cumulative amount of \$51.75. The purchases are \$41.76 from Batteries Plus and \$9.99 from Crashplan. Mr. VanDeGrift made a motion, seconded by Mr. Sams to subsequently approve the expenditures in the cumulative amount of \$51.75. All present voiced a "YEA" vote and the motion passed with **Resolution 23-12-33**. (A copy of the Resolution is included in the minutes.)

Mr. Edrington informed the Board that a request was received from the Warren County Rural Zoning regarding a variance request to rezone 2 acres of the Sisters Property located beside Flying J from JEDD Overlay to B2. This request had come before the Warren County Regional Planning Executive Committee meeting and was not approved. Mr. Sams asked that a letter be sent to Warren County Rural Zoning that the Board agrees with the decision of Regional Planning on January 21, 2023. Mr. Sams stated that he will attend the Warren County Zoning meeting. (A letter will be sent to Warren County Rural Zoning regarding this matter.)

Mr. Edrington said Mrs. Boggs contacted Mr. Russell at Warren County Parks regarding the proposed event center at Armco and is waiting on a response from him.

Mr. Edrington said that Mrs. Boggs verified with Altafiber that our current franchise agreement will cover the fiber that is being installed in the Township.

Trustee Sams spoke about the Lebanon Turtlecreek JEDD at 123 and I-71 and that there is a Land Use Review Board. The Township Board appoints 2 parties and the City of Lebanon appoints 2 parties. Mr. Jones made a motion, seconded by Mr. Sams to appoint Trustee VanDeGrift to the JEDD Land Use Review Board. All present voiced a "YEA" vote and the motion was passed.

General Reports:

CORRESPONDENCE:

- IN:**
- OTARMA winter newsletter
- Resolution from WC Commissioners regarding approval of Canterbury Court for public maintenance.
- Resolution from WC Commissioners to set public hearing to consider text amendments for rural zoning commission.
- Resolution from WC Commissioners regarding approval of Golf Club, Bittern Lane, and Swift Court in Shaker Run for public maintenance.
- Resolution from WC Commissioners regarding approval of Swift Court in Shaker Run for public maintenance.
- Resolution from WC Commissioners regarding approval of Golf Club, Kaare Court and Canterbury Court in Shaker Run for public maintenance.

Email from Mr. Benza regarding the use of the township meeting room.
 Email from Mr. Hemmelgarn regarding fire report.
 Email from Smartprocure requesting public records request for PO's.
 Email from Mr. Garver regarding open positions on county boards.
 Letter from WC Engineer's office regarding storm water concerns with the convenience store on Union Road.

OUT:

Letter to Ms. Zindel regarding retirement.
 Letter to Ms. Osborne regarding retirement.
 Letter to WC Regional Planning regarding Union Village Revised Preliminary Plan.
 Letter to WC Regional Planning regarding Union Village Phase 1D.
 Email to Mr. Hemmelgarn regarding fire report.
 Email to Smartprocure regarding public records request for PO's.
 Email to Mr. Garver regarding open positions on county boards.
 Email to Ms. Bissman regarding the township meeting.
 Letter to Lebanon City Schools regarding health insurance for employee.

Fiscal Officer Reports:

The Fiscal Officer presented the bills, which were due, and the following checks were approved and signed. Check Nos. 35352 through 35382 (copy to follow) and Vouchers 1306-2023 through 1360-2023.

The Fiscal Office reported the following income from:

Post Date	Transaction Date	Receipt Number	Source	Account Code	Total Receipt	Purpose
12/12/23	12/21/23	1240-2023	RIVER METALS RECYCLING LLC	2031-892-0000	\$453.80	ROAD DEPT SALE OF SCRAP METAL
					\$453.80	
12/14/23	12/21/23	1243-2023	WARREN COUNTY AUDITOR, MATT NOLAN	2031-599-0000	\$1,760.00	2023 STREET SWEEPING REIMBURSEMENT STORM WATER FUNDS
					\$1,760.00	
12/19/23	12/21/23	1244-2023	CITY OF LEBANON	1000-591-0007	\$7,547.13	2ND AND 3RD QTR 2023 JEDD INCOME TAX PAYMENT
					\$7,547.13	
12/12/23	12/21/23	1241-2023	PERENNIAL ADVANTAGE OF OHIO INC	2191-299-0000	\$793.04	LIFE SQUAD SERVICES
12/12/23	12/21/23	1242-2023	PROTECTIVE INSURANCE COMPANY	2191-299-0000	\$635.70	LIFE SQUAD SERVICES
12/19/23	12/21/23	1245-2023	BLUE CROSS BLUE SHIELD OF FLORIDA	2191-299-0000	\$108.43	LIFE SQUAD SERVICES
12/11/23	12/21/23	1246-2023	CGS	2191-299-0000	\$925.52	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/12/23	12/21/23	1247-2023	CGS	2191-299-0000	\$467.38	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/13/23	12/21/23	1248-2023	AARP SUPPLEMENTAL	2191-299-0000	\$253.43	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/13/23	12/21/23	1249-2023	HNB-ECHO	2191-299-0000	\$454.00	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/14/23	12/21/23	1250-2023	UNITED HEALTHCARE	2191-299-0000	\$432.69	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/15/23	12/21/23	1251-2023	UNITED HEALTHCARE	2191-299-0000	\$639.60	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
					\$4,709.79	

Other Business:

None.

Visitor Concerns:

None.

Trustee Reports:

A motion was made by Mr. VanDeGrift that the Board of Trustees adjourns into executive session to discuss Personnel and Compensation for All Departments matters pursuant to ORC 121.22 (G) (1) at 9:25 a.m. The motion was seconded by Mr. Sams and upon call of roll call, Mr. Jones "YEA", Mr. Sams "YEA" and Mr. VanDeGrift "YEA" the executive session was entered.

By motion of Mr. Sams that the Board of Trustees adjourns out of executive session and return to the open meeting and ask the Fiscal Officer to note in the minutes that NO ACTION WAS TAKEN. The motion was seconded by Mr. VanDeGrift and the executive session ended. Upon call of roll, Mr. Jones "YEA", Mr. Sams "YEA" and Mr. VanDeGrift "YEA" the Board returned to regular session at 10:33 a.m.

The Trustees held a discussion regarding the pay increases for the township employees for 2024. Mr. Sams made a motion, seconded by Mr. VanDeGrift to increase pay as defined in Resolution 23-12-34. All present voiced a "YEA" vote and the motion was passed with **Resolution 23-12-34**. (A copy of the resolution is included in the minutes).

There being no further business, Mr. Sams made a motion, seconded by Mr. VanDeGrift, to adjourn the meeting. All present voiced a "YEA" vote and the motion passed.

The next regular meeting is scheduled for January 8, 2024 at 7:00 P.M.

Signed: _____ Chairman of the Board

Attest: _____ Fiscal Officer

**RESOLUTION 23-12-30
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

**TERMINATION OF DAN HILL,
VOLUNTEER FIREFIGHTER
EFFECTIVE DECEMBER 22, 2023**

WHEREAS, Dan Hill has requested a leave of absence as of October 19, 2023; and

WHEREAS, the requested leave of absence would extend beyond the permitted six (6) months allowable by the township's personnel policy manual; and

WHEREAS, the township cannot authorize a leave of absence beyond six (6) months, Dan Hill will be terminated from employment with the township effective December 22, 2023.

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of Turtlecreek Township, Warren County, Ohio hereby acknowledge the termination of Dan Hill, effective December 22, 2023.

Mr. Sams moved for adoption of the foregoing resolution. Mr. VanDeGrift seconded the motion and upon call of the roll the following vote resulted.

Mr. Jones	"YEA"
Mr. Sams	"YEA"
Mr. VanDeGrift	"YEA"

Resolution adopted this 22nd day of December, 2023.

THE BOARD OF TURTLECREEK TOWNSHIP TRUSTEES

Attest: _____ Chief Fiscal Officer

**RESOLUTION 23-12-31
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

SCBA ANNUAL MAINTENANCE AND BENCH TESTING

WHEREAS, the Fire department has a need to provide annual maintenance and bench testing on the SCBA's for the department through Vogelpohl; and

WHEREAS, the cost of the annual maintenance and bench testing should not exceed \$5,000.00; and

WHEREAS, the source of the funds for the annual maintenance and bench testing will be the Fire Fund 2192 (2192-220-323-000 Repairs and Maintenance); and

THEREFORE, BE IT RESOLVED by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall approve the annual maintenance and bench testing for the SCBA's.

Resolution was initiated by Mr. Sams and seconded by Mr. VanDeGrift. All voiced a "YEA" vote and the motion was passed.

Adopted this 22nd day of December, 2023

Signed: _____ "YEA"

_____ "YEA"

_____ "YEA"

Attest: _____ Chief Fiscal Officer

**RESOLUTION 23-12-32
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

BE IT RESOLVED by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall make a donation to the Lebanon Food Pantry in the amount of \$750.00. Source of the funds will be from the General Fund #1000-110-591-0000 (Contributions to other Organizations). Resolution was initiated by Mr. Sams seconded by Mr. VanDeGrift. All voiced a "YEA" vote and the resolution passed.

Adopted this 22th day of December, 2023

Signed: _____ " YEA"

_____ " YEA"

_____ "YEA"

Attest: _____ Chief Fiscal Officer

**TURTLECREEK TOWNSHIP BOARD OF TRUSTEES
WARREN COUNTY, OHIO**

Resolution Number: 23-12-33
2023

Date of Resolution: December 22,

TOPIC OF RESOLUTION: BOARD RESOLUTION SUBSEQUENTLY APPROVING EXPENDITURES NOT EXCEEDING TWENTY-FIVE HUNDRED DOLLARS BY TOWNSHIP ADMINISTRATOR OR TOWNSHIP OFFICER OR EMPLOYEE AUTHORIZED BY TOWNSHIP ADMINISTRATOR

RESOLUTION

WHEREAS, this Board adopted Resolution Number 16-04-12, dated April 26, 2016, authorizing the Township Administrator to incur obligations on behalf of the Township not to exceed Two Thousand Five Hundred Dollars, and further authorizing the Township Administrator to authorize other Township Officers and Employees to incur obligations on behalf of the Township not to exceed Two Thousand Five Hundred Dollars; and,

WHEREAS, pursuant to section 507.11 (A) of the Ohio Revised Code, and Section 3 of the aforementioned Resolution, the obligations incurred by the Township Administrator on behalf of the Township, or that the Township Administrator authorizes a Township Officer or Employee to incur, shall be subsequently approved by adoption of formal resolution of this Board at the next regularly scheduled Board meeting after receipt by the Township Fiscal Officer of proper voucher for the obligation or obligations incurred; and,

WHEREAS, this Board has been notified by the Township Fiscal Officer she is in receipt of a proper voucher or vouchers for obligations incurred by the Township Administrator or authorized Township Officer or Employees, a copy or copies of which are attached hereto.

THEREFORE, BE IT RESOLVED by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, at least a majority of all Trustees casting a vote concur as follows:

Section 1. This Board does hereby subsequently approve the obligations incurred by the Township Administrator or Township Officer or Employees on behalf of the Township, a copy or copies of the vouchers of which are attached hereto.

Section 2. That the Board is acting in its administrative capacity in adopting this Resolution.

Section 3. That the recitals contained within the Whereas Clauses set forth above are incorporated by reference herein.

Section 4. That it is found and determined that all formal actions of the Board concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Board in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Mr. VanDeGrift moved adoption of the foregoing Resolution, being seconded by Mr. Sams. Upon call of the roll, the following vote resulted:

Mr. Jones	YEA
Mr. Sams	YEA
Mr. VanDeGrift	YEA

Resolution adopted this 22nd day of December, 2023.

CERTIFICATION:

The undersigned does hereby certify that the foregoing is a true and accurate copy of the above Resolution adopted on the aforementioned date by the Board of Township Trustees.

SIGNATURE: _____

NAME: Amanda K. Childers

TITLE: Fiscal Officer

DATE: _____

**RESOLUTION 23-12-34
TURTLECREEK TOWNSHP
WARREN COUNTY, OHIO**

BE IT RESOLVED by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that the following township employees shall receive an annual raise as determined by management and shall be compensated at the rate listed below effective December 16, 2023.

Administration:

Tammy Boggs	1000 General	\$117,270.00 annually
-------------	--------------	-----------------------

EMS/Fire:

Michael Jameson	2193 Fund	\$103,288.40 annually
Jon Paul Campbell	2193 Fund	\$ 88,580.00 annually

Gideon Conger	2193 Fund	\$29.08 per hour
Matthew Helton	2193 Fund	\$26.60 per hour
John Seckel	2193 Fund	\$29.08 per hour

Christopher Bartesko	2191 Fund	\$18.37 per hour
Alex Beltran	2191 Fund	\$18.55 per hour
Jessica Conway	2191 Fund	\$18.40 per hour
Scott Davis	2191 Fund	\$18.33 per hour
Chris Dotson	2193 Fund	\$22.59 per hour
Noah Zimmer	2193 Fund	\$21.20 per hour

Resolution was introduced by Mr. Sams and seconded by Mr. VanDeGrift. All voiced a "YEA" vote and the resolution passed.

Adopted this 22nd day of December, 2023

Signed: _____ "YEA"

_____ "YEA"

_____ "YEA"

Attest: _____ Chief Fiscal Officer

**RESOLUTION 23-12-35
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

**RESOLUTION TO AUTHORIZE TAMMY BOGGS,
TURTLECREEK TOWNSHIP ADMINISTRATOR,
TO SIGN DOCUMENTATION FOR THE OHIO EPA H2OHIO RIVERS INITIATIVE
GRANT**

WHEREAS, the Board of Trustees of Turtlecreek Township, Warren County, Ohio wish to apply for the Ohio EPA H2Ohio Rivers grant; and

WHEREAS, the Board of Trustees of Turtlecreek Township, Warren County, Ohio has authorized Tammy Boggs, Administrator to sign all necessary documentation associated with the application process for the grant; and

THEREFORE, by motion of Mr. Sams and seconded by Mr. VanDeGrift the above resolution was approved. All voiced a "YEA" vote and the resolution passed.

Adopted this 22nd day December, 2023

Signed: _____ " YEA"

_____ "YEA"

_____ "YEA"

Attest: _____ Chief Fiscal Officer

**RESOLUTION 23-12-36
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

**AMEND RESOLUTION 23-11-08
FOR PAYMENT OF SERVICES**

WHEREAS, a Resolution 23-11-08 was approved for services to be provided by Structurepoint in relation to renovations at Station 31; and

WHEREAS, the services will be provided by KZF Design instead of Structurepoint; and

WHEREAS, Resolution 23-11-08 should be amended for the cost of the services to be paid to KZF Design for each of the following: \$1,000.00 for the elevation certificate and \$12,500.00 for the boundary & topographic survey; and

WHEREAS, the source of the funds will be EMS/Fire Fund (2193-760-720-0000 Buildings).

THEREFORE, BE IT RESOLVED by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall approve KZF Design to complete the elevation certificate and a boundary & topographic survey for the total amount of \$13,500.00.

Resolution was initiated by Mr. Sams and seconded by Mr. VanDeGrift All voiced a "YEA" vote and the motion was passed.

Adopted this 22nd day of December, 2023

Signed: _____

“YEA”

“YEA”

“YEA”

Attest: _____

Chief Fiscal Officer

End of minutes.